

## **(AGENCY LETTER HEAD)**

February 15, \_\_\_\_\_

Assistant Secretary James E. Ayre  
Training and Exercise Division  
California Emergency Management Agency  
3650 Schriever Avenue  
Mather, California 95826

Dear Mr. Ayre:

This request is for your approval to utilize Local Homeland Security Grant funds for me and the following individuals to attend the (Name of Training Event/Conference). The conference is scheduled for (location and dates). **FY \_\_\_\_ (select funds to be used-UASI/SHSP/LETPP)** will be used to support this training event.

Chief William Right, Any Town County Sheriff's Department  
Chief Bernard Left, Any City Police Department  
Commander Michael Blue, Local Sheriff's Department  
Captain Gregg Red Sox, Any Town Fire Department

Recent terrorist attacks carried out worldwide have shown that preventive measures implemented have not been sufficient. One common aspect of these attacks have been the terrorists' ability to be well integrated into society. This new phenomenon has been labeled as "home grown" terrorism. We consider the topic very significant and pertinent to the Any Town region.

In anticipation of your concurrence, Commander Michael Blue, Local TEWG, (agency) will be able to provide additional information should you have any questions. Commander Blue can be reached at (916) 555-1212.

Sincerely,

Dudley D. Right  
SHERIFF